

## ***Vacancy Details***

**Personnel Notice:** 14-15  
**Date Announced:** 02/24/2015  
**Closing Date:** 3/17/2015  
**Command:** Naval Facilities Engineering Command (MIDLANT)  
**Grade:** GS-12/13/14  
**Type:** Assistant Counsel

There is an anticipated vacancy beginning in May 2015 for an Assistant Counsel within the Naval Facilities Engineering Command Mid-Atlantic (NAVFAC MIDLANT) located in Norfolk, Virginia. The position will be located at MIDLANT's Public Works Department, Naval Station Great Lakes, Great Lakes, Illinois. NAVFAC MIDLANT is an Echelon IV command within the Naval Facilities Engineering Command that is responsible for providing public works, construction, environmental, planning and design, and real estate services to Naval and other Department of Defense activities in Illinois, Virginia, Maryland, Pennsylvania, North Carolina, South Carolina, and portions of the Northeastern and Midwestern United States. Among other things, it is responsible for facilities construction and maintenance at Naval Base Norfolk, the world's largest naval concentration and Naval Station Great Lakes, home of the U.S. Navy's only boot camp.

The NAVFAC MIDLANT Office of Counsel is a field activity of the NAVFAC Atlantic Office of Counsel, Norfolk, VA, and is a part of the NAVFAC Office of Counsel, which is headquartered in Washington, DC, and comprised of approximately 100 attorneys around the world. The NAVFAC MIDLANT Office of Counsel is comprised of 16 attorneys (including the subject position). Legal advice is provided on the full range of issues encountered by the client, with a concentration in procurement of construction, facilities maintenance, architecture/engineering and base operations services, and in the areas of real estate, environmental and civilian personnel law. Other practice areas include fiscal law, the Freedom of Information Act and the Privacy Act, and ethics.

The successful applicant's duties will be primarily in the area of federal real estate and government contract law. However, he/she may also be assigned duties in the other practice areas noted above, primarily civilian personnel law, if the need arises. Limited domestic travel may be required.

This position has a GS-14 full performance level but will be filled at the GS-12, GS-13, or GS-14 level, depending on the qualifications of the successful applicant. To be eligible for selection at the GS-12 level, an applicant must have two years of successful legal experience. To be eligible for selection at the GS-13 level, an applicant must have in excess of two years of successful legal experience. To be eligible for selection at the GS-14 level, an applicant must have three and one half years of successful legal experience, a significant portion of which is in federal real estate and/or government contract law. Applicants will be evaluated on 1) the depth and quality of their relevant legal experience and education/training; 2) their analytical, oral, and written communication skills; and 3) their interpersonal skills, including their ability to establish effective attorney-client relationships. Experience in the other areas of practice identified above, and experience with the Department of the Navy, NAVFAC, and/or OGC is a plus.

To be eligible for selection, an applicant must (1) be a U.S. citizen; (2) have graduated from a law school accredited by the American Bar Association; (3) be an active member in good standing of the bar of the highest court of a State, U.S. commonwealth, U.S. territory, or the District of Columbia; and (4) be eligible to obtain and maintain a Secret security clearance.

To apply, applicants must submit a resume, OF-612 or SF-171, and a cover letter that addresses the evaluation criteria for this position and the applicant's projected availability. The cover letter should also provide the names and telephone numbers of at least three references (other than current supervisors) who may be contacted. Applicants should clearly indicate if they do not want us to contact their current supervisor. Current federal government employees should indicate their present GS and step level or equivalent grade and salary. Applicants who have graduated from law school less than five years prior to the announcement closing date must provide a copy of their law school transcripts, including class rank. Applicants selected for interviews may be requested to provide two legal writing samples (not exceeding 10 pages each; the sample may be part of a longer document) and two most recent performance appraisals, if available.

Electronic applications are preferred and may be e-mailed to [anita.polen@navy.mil](mailto:anita.polen@navy.mil). Hard copy applications may be sent to the following address:

Anita Polen  
Command Counsel  
Office of Counsel  
NAVFAC MIDLANT

9742 Maryland Ave.  
Building A-81  
Norfolk, VA 23511

This personnel notice will close at 11:59 P.M. EST on March 17, 2015. Applications must be received by that date and time to be considered.

Interested attorneys should direct questions to Ms. Polen at 757/341-2128 or [anita.polen@navy.mil](mailto:anita.polen@navy.mil).

If the successful applicant is not a current member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

Applicants eligible for Veterans' Preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g. DD214, Certificate of Release or Discharge from Active Duty, or other supporting documentation) with their application. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit [www.opm.gov](http://www.opm.gov) and review the "Vet Guide". There is no formal rating system for applying Veterans' Preference for attorney appointments in the excepted service; however, Navy OGC considers Veterans' Preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for Veterans' Preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:  
[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

Legal and Regulatory Guidance: [https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

Relocation and permanent change of station expenses will not be paid.

#### **THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**

**The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.**

**The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.**

#### **VETERANS PREFERENCE IN HIRING**

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.